

Subject: *Ready Responder*.

Hi (Reporter),

As we have committed to ensuring that our agency, its members, and their families are prepared, the (Agency) is urging the local community and its members to make preparing for an emergency a top priority.

It just takes three steps:

1. Get an emergency supply kit.
2. Make a family emergency plan.
3. Be informed about the different types of emergencies that could occur in your area.

To set an example in the community, the (Agency) is committed to ensuring each of its members complete an individual/family emergency plan and build an emergency supply kit.

Additionally, the (Agency) is encouraging everyone to visit [www.ready.gov/responder](http://www.ready.gov/responder) to learn how to prepare their families, homes and businesses for all types of emergencies, including natural and man-made disasters.

If you are interested, (Public Information Officer/Spokesperson, Title) will be available to speak with you about their preparedness efforts and provide simple ways that individuals, families, businesses and communities can get ready for any emergency. If you would like to speak with (Public Information Officer/Spokesperson) or need any additional information, please feel free to contact (he/she/me) at (E-mail Address and/or Phone Number).

Thank you,

(Name)

(Title, Agency)